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ABSTRACT

Guidelines are given for establishing temporary (summer) speech clinics for areas not regularly serviced for speech therapy. Information is provided concerning possibilities for financing and administering the program, selection of caseload, staff and personnel, suggested equipment, responsibilities of the state department of special education, and a recommended clinic schedule. Criteria are listed for evaluating the program, and a budget is suggested. Approximately one-half of the booklet is devoted to specimen clinical forms, letters, and records. (JB)

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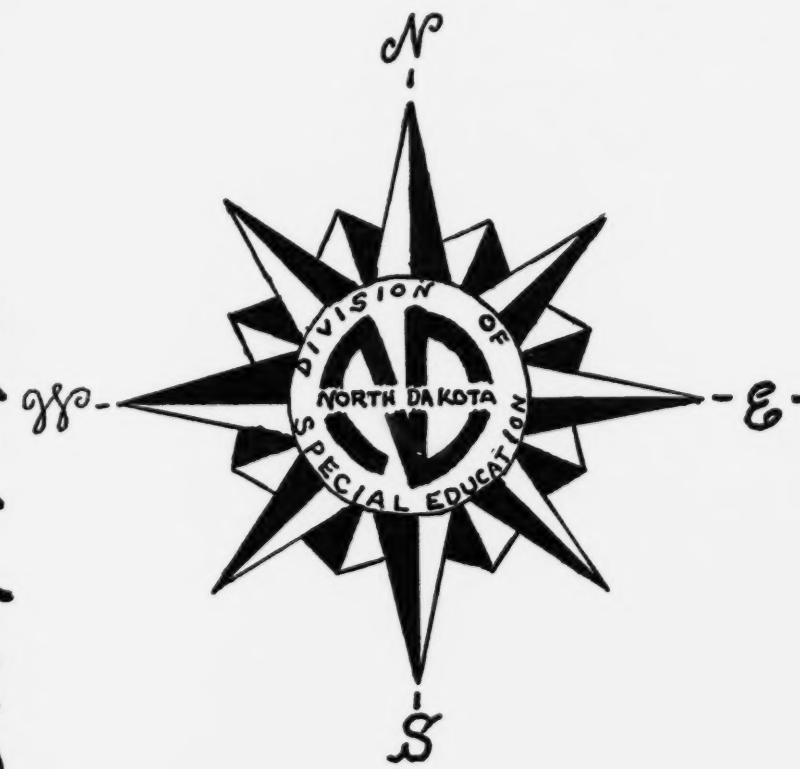
Guides To Special Education In North Dakota—

VIII. Setting Up Summer Speech Clinics



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DEPARTMENT OF PUBLIC INSTRUCTION
M. F. Peterson, Superintendent
BISMARCK, NORTH DAKOTA

"BUY NORTH DAKOTA PRODUCTS"

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PLANNING A SUMMER SPEECH CLINIC

Department of Public Instruction
M. F. Peterson, Superintendent
Bismarck, North Dakota

U.S. DEPARTMENT OF HEALTH, EDUCATION & WELFARE
OFFICE OF EDUCATION

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1968

PLANNING A SUMMER SPEECH CLINIC

Summer speech clinics are considered temporary or demonstration projects used to extend much needed special help to boys and girls in areas not served by speech clinicians during the school year.

Purpose: To provide daily speech correction under the direction of a qualified speech clinician for thirty-forty children in the county, and to guide parents in understanding and aiding their children to improve their speech.

Time: Six or eight weeks.

Place: One center or two centers located in different parts of the county.

Sponsored by: Local school or county schools through their county superintendent--Representative from clubs or communities where contributions to the program have been pledged should be included. All areas of the county should be represented.

Suggested Committee representatives:
- County Public Health Nurse
- County Welfare Board Executive Secretary
- American Legion Auxiliary
- P.T.A.
- Rotary
- Kiwanis
- Lions
- Chamber of Commerce
- Other local clubs, press, etc.

Each of these representatives may ask their club or agency to carry a major responsibility for the program. The duties of the sponsor includes:

1. To provide publicity that will encourage understanding and participation of the community in developing facilities for children of the county who have speech defects.

2. To raise adequate funds from all areas of the county with which to carry on the program. Supplementary funds may be available to county summer speech clinics from the state division of Special Education. Such assistance should be investigated by the committee. State subsidy will be contingent upon appropriation provided to Special Education by the legislature.

3. To arrange for a qualified speech clinician and to provide a written contract.

4. To aid in making arrangements for housing and transportation of children in specific areas.

5. To cooperate with the professional staff for public appearances that will continue and enlarge the understanding of the project within the community.

6. To review the work of the clinic at its close and to evaluate it with the staff.

Selection of Cases:

Twenty to forty children should be selected by a qualified speech clinician from:

1) The cases reported from testing services.
2) Requests of parents and teachers after suitable evaluation of the child's speech has been made.
3) Teachers' referrals.

Staff and Personnel:

<u>One speech clinician</u> holding a credential as a public school clinician in North Dakota. Experienced clinicians usually should be given preference.

Duties:

1) To set up and conduct the speech correction program working with individuals and small groups of children.
2) To counsel parents and teachers throughout the program.
3) To promote interest in the program and understanding of the work being done in the speech clinic through use of newspapers, radio and public meetings.
4) To keep records and reports on each child.
5) To report to the clinic committee at the end of the speech correction program and file summary reports with the division of special education.

Volunteer helpers (one clerical assistant and one recreational assistant are suggested at each center.)
Duties:
To work under the direction of the speech clinician in charge, to assist in the work of the clinic and recreational aspects of the program.

Equipment:

Housing the clinic: Arrangements should be made to use two or three rooms in a school at each therapy center with the understanding that electricity, toilet facilities and the playground will be available to the clinic. Schools should provide janitor services.

Speech correction: Speech clinicians will bring some of their own books, toys, games, etc. that are used in the program. A limited amount of money is allowed in the budget for additional supplies such as tapes, paper, etc.

A tape recorder and audiometer should be available to the clinic for use during the program from a school, or the division of special education, Department of Public Instruction.

Record and report blanks should be mimeographed and furnished by the sponsoring school.

Participation of state division of special education

1. Apply for approval of the summer program by May 15.
2. Funds will be available for partial reimbursement of an approved program if appropriated funds are available.
3. Assistance in planning and organizing a summer speech clinic may be available through the division of special education, Department of Public Instruction.

Schedule of Clinic:

1st day--Registration day--Group Meetings of Parents and Children, or Speech and Hearing evaluations and individual parents conferences. Following this orientation meeting each day will include therapy for all children from 9 a.m. to 12 p.m. and 1:30 p.m. to 4:30 p.m. Each child will have a period of individual therapy and a period of group therapy during each day. Recreational and rest period will also be arranged under the supervision of volunteer help.

Daily Schedule for Staff:

Plan 1:

Reports & Consultations	Center A	Lunch & Travel	Center B
Saturday A.M.	*Daily 9-12	12-1:30	1:30-4:30

*Monday through Friday

Plan 2

Reports & Consultations	Center A	Center B
Saturday A.M.	Monday 9-5 Tuesday 9-5 Wed: 9-12	Wednesday 1-5 Thursday 9-5 Friday 9-5

During the final week of the clinic, one parent of each child will be expected to accompany the child each day or as otherwise arranged. Parent training will include:

1. Instruction in carrying on home therapy if that is recommended.
2. Aid to understanding the problems of the child who has a speech defect.

Evaluation: The committee and staff will evaluate the program together, making particular observations in regard to:

1. Cooperation of parents
2. Progress of children
3. Adequacy of staff
4. Adequacy of facilities provided
5. Length of time
6. Practicality of more than one therapy center
7. Outlook for follow-up
8. Response and interest of the community
9. Recommendations for future programs

S U G G E S T E D B U D G E T

(six weeks)

Salary	$750. - $900.
Travel	$150.
Volunteer or part-time help	$100. - $200.
Miscellaneous	$125.
Total	$1125.00 - $1375.00

SUGGESTED APPLICATION FORM

_____COUNTY SUMMER SPEECH CLINIC

_____, North Dakota
(date)

APPLICATION BLANK

_____ _____ _____
(Child's name) (Age) (Grade)

_____ _____
(School District) (School No.)

_____ _____
(Parent's Name) (Address)

Are you interested in bringing your child to the clinic?
Yes_____No_____

Will you be able to transport your child?
Yes_____No_____

Will you be able to transport other children?
Yes____No____How many____

SUGGESTED FORM LETTER

_____COUNTY SUMMER SPEECH CLINIC

Dates:

Place:

Director:

Planning Committee Co-Chairman:

_____County is fortunate to have planned a speech clinic for this summer. More than 70 children have been identified as needing speech correction.

The speech correction will be provided by a qualified speech clinician, (name) . The schedule for each child will be worked out with (speech clinician) at the time of the first interview with child and parent.

Opening day will be June 21. Please fill out the attached application form and return to (superintendent), (address), before June 7. Selection of cases will be made and you will receive an appointment with (speech clinician) for June 19 or 21.

In outlying areas such as Monango, Fullerton, Oakes, Guelph, Forbes, Merricourt and others, the parents are urged to cooperate in bringing their children together to ease the burden of providing transportation daily or three times weekly.

Contact this person for help in arranging transportation:

_____ _____

SUGGESTED CONTRACT

THE PARTIES OF THIS AGREEMENT ARE: (Clinician) known herein as Party of the First Part, and the _____ County Summer Speech Clinic, represented by the Chairman, known herein as Part of the Second Part.

This agreement is entered into this_____day of_____. 196_, between the Party of the First Part and the Party of the Second Part.

The Party of the First Part agrees to serve as Speech Clinician for the _____County Summer Speech Clinic under the direction of the Committee for the period of June 20 through July 31, 196_.

The Party of the Second Part agrees to pay the Party of the First Part for services truly rendered, the sum of $780.00 plus travel expenses entailed in clinic work in the county @ 10¢ per mile.

Signed:_____
(Party of the First Part)

Signed:_____
Chairman,_____
County Summer Speech Clinic
(Party of the Second Part)

SUGGESTED

INDIVIDUAL SPEECH CORRECTION REPORT
June 21 - July 30, 1968

Merle
Thirteen years old

Parent: Mr. and Mrs.

I. DESCRIPTION OF DEFECT:

II. OBJECTIVE OF THERAPY:

III. PROCEDURES OF THERAPY:

IV. RESULTS OF THERAPY:

V. RESPONSE AND ATTENDANCE:

VI. RECOMMENDATIONS:

VII. REMARKS:

SUGGESTED

FOLLOW-UP LETTER (parents)

Ellendale, North Dakota
July 30, 1968

Mr. and Mrs.
Ellendale, North Dakota

Dear Mr. and Mrs. _____.

I have enjoyed having Merle in the speech classes this summer. He has made good progress in establishing the new R sound in his speech. Merle has also worked on the S, SH, CH, Z and J sounds.

Through listening games, Merle learned to hear the R sound and to tell the difference between the R and W sounds. A mirror helped him to see the difference between the two sounds. He also learned that the tongue is used to make the R sound instead of just rounding the lips. He practiced the new sound in syllables, words and sentences. Group speech games helped him to establish the R sound in conversation and reading. Merle has a speech book that contains practice material that was of help in establishing the sound. There are only a few times when Merle must be corrected on this sound.

Merle has done very well in establishing the S, Z, CH, SH and J in his conversational and reading speech. He would benefit from continued practice at home in several short speech periods a week.

I have appreciated your visits and your interest in the speech clinic.

Sincerely yours,

Speech Clinician

SUGGESTED

FOLLOW-UP LETTER

Ellendale, North Dakota
July 30, 1968

Superintendent of City Schools
Ellendale, North Dakota Re: Merle -High School

Dear Mr._____,

Merle attended the summer speech classes for six weeks. During that time he worked on his R, S, Z, Sh, Ch and J sounds. He made good progress.

Through listening activities Merle learned to hear the R sound and to tell the difference between the R sound and the W sound that he had been using instead of the R. A mirror helped him to see the difference between the two sounds. He also learned that he must use his tongue for the R sound instead of merely rounding his lips. He practiced the new sound in syllables, words and sentences. Group speech activities helped him to establish the new sound in his reading and conversation. He also prepared a book of poems, word lists and sentences for practice material in the clinic and at home. The same procedure was used for the S, Z, SH, CH and J sounds. The sounds are very good.

Merle should be encouraged to continue his speech studies at home. There may be times when you notice errors and I would like to suggest that you correct him only a few times a day and then when you are alone with him and at other times than recitation periods.

Merle has been very cooperative and should be commended for his efforts to improve his speech.

Sincerely yours,

Speech Clinician

SUGGESTED FINAL REPORT FOR COUNTY SUMMER SPEECH CLINIC

Give Dates of Clinic, Place, Sponsor
Speech Clinician's name

I. Planning for the Clinic

A. Who assisted in clinic planning?
B. Was there a county committee?
C. To whom was clinician responsible?
D. Selection of cases
   1. When was it done?
   2. Who made referrals?
E. Budget of Clinic
   1. Expenditures reported
   2. Sources of contributions and amounts listed
   3. Who handled the funds

II. The Clinic

A. Place
B. Weeks
C. Schedule of Speech Correction
   1. Time schedule
   2. Centers
   3. Testing done (hearing, psychometric)
D. Assistants
E. Number of children and types of defect served
F. Comments on types of therapy used
   1. Individual, group
   2. Primary and secondary stuttering therapy
   3. Work of volunteers in program
G. Parent Conferences
   1. Group meetings
   2. Individual sessions
   3. Demonstration and instruction
   4. Final conferences
H. Publicity
   1. Radio
   2. Television
   3. Newspapers
   4. Talks to service clubs, and others

III. Evaluation by Therapists

A. Space
B. Equipment
C. Cases
D. Volunteer Assistants
E. Special projects, publicity, etc.
F. Results
G. General effect of program
H. Community interest, etc, and any other comments
I. Include any evaluation by a clinic committee

IV. Recommendations
Clinicians should make four copies of final reports--
Send one to each of the following:
   1) Janet M. Smaltz, Director of Special Education
   2) Sponsoring school administrator